**Institutional Research and Effectiveness Intern**

**Summary and Scope of Position:**

The Institutional Research and Effectiveness Intern reports to the Associate Vice President for Academic Affairs. This position supports programs and departments in the evaluation of their effectiveness, with a goal of pursuing excellence in teaching and learning. The Intern contributes towards this goal through administrative tasks, preparing for the annual General Education Assessment workshop, and analyzing institutional data. The intern will have the opportunity to learn about assessment and evaluation, develop substantial data analysis skills, and learn to communicate in a professional context.

**Specific Responsibilities:**

* Organizes General Education assessment every semester.
  + Corresponds with faculty about their specific submissions throughout the year.
  + Organizes and files assessment submissions in SharePoint.
  + Uses Excel to manage the information.
  + Print and blind all assessment material.
  + Helps during the annual assessment workshop, usually in early June
* Files and manages other assessment or accreditation related materials throughout the semester on SharePoint.
* Conducts ad hoc data analysis projects in Excel and compiles findings for dissemination in PowerPoint.
* Must be able to maintain confidentiality with everything they see or hear as much of the information the intern will be working with is protected by FERPA (Family Education Rights and Privacy Act).

**Qualifications:**

* Basic skills in Excel, Word, and SharePoint are preferred, but not required. However**,** must be excited and willing to learn Excel, Word, and SharePoint as the job depends on them heavily.
* Interest in quantitative and qualitative research, especially related to higher education.
* Prioritize and manage multiple projects independently
* Must be available for at least nine hours a week during regular business hours
* Work study eligible preferred

**Application for Institutional Research and Effectiveness Intern**

Please fill out, save, and email as an attachment to [kmccain@austincollege.edu](mailto:kmccain@austincollege.edu)

1. Name: Click or tap here to enter text.
2. AC email: Click or tap here to enter text.
3. Anticipated graduation date: Click or tap here to enter text.
4. GPA: Click or tap here to enter text.
5. Briefly describe your experience using Excel or other data analysis software.

Click or tap here to enter text.

1. Briefly explain your interest in this position.

Click or tap here to enter text.

1. Briefly describe why you would be a good candidate for this position.

Click or tap here to enter text.